

# HOUSING AUTHORITY

of the  
CITY of CALDWELL  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232  
May 1, 1995

## COMMISSIONERS MEETING

### A G E N D A

1. Consideration of how to handle payment draws for Holladay & JUB  
Contract needed with Holladay  
*Notice to proceed  
15 Needed*
2. Payment draw for Hardcastle...
3. Update on the construction... Ray Crowder  
Decisions:  
Building colors  
Pipe burial  
others...

COMMISSIONERS MEETING  
5/3/95

MOTION: A motion by Lew Kerfoot and seconded by Estella Zamora to approve a partial payment to Hardcastle Excavating in the amount of \$5,940.37 for equipment needed for his project. Motion carried.

A motion by Dave Cornwell and seconded by Lew Kerfoot to pay a partial payment in the amount of \$1,510.00 for svc rendered. Motion carried (Engineering agreement will be needed with Holladay)

A motion by Paul Okamura and seconded by Lew Kerfoot to approve the first pay request by Seufert, the General Contractor, in the amount of \$80,912.00. Motion carried.

**CHANGE ORDER:**

Change order #2 to permit contractor to store appliances at off-site storage building acceptable to owner. Must insure items. Also, permission to extend construction period by  
30 days. Change order approved.

MOTION: A motion by Paul Okamura and seconded by Estella Zamora to re-bury and 18" field drain pipe at the cost of the Architect. Motion carried.

A motion by Lew Kerfoot and seconded by Estella Zamora to add an electrical time switch to exhaust fans to keep humidity from remaining in the house, at a cost of \$4,059. Motion carried.

A motion by Lew Kerfoot and seconded by Paul Okamura to pay additional survey costs made by Seufert in the amount of \$1,573.00. Motion carried.

A motion by Paul Okamura and seconded by Estella Zamora to approve adding air grills in the kitchen of the apartments. Motion carried.

**COLOR SCHEME FOR NEW APARTMENT:**

The selection of colors for the exterior of all the 4-plex building was left up to the Architect and Administrator. The apartment color is involved in a management program.

Call Ted

- : J.P. will break ground for wires
- Need to know utilities location

### Commissioner Meeting

5-3-95

1. approve payment to Hardcastle

- 1. Lew
- 2. Estella carried

2. Holladay: Engineering agreement needed.

- 1. Dave Pay the \$1500
- 2. Lew carried.

3. Gen Cont. 1<sup>st</sup> pay request

- 1. Paul \$80,912<sup>00</sup>
- 2. Lew Carried

### 4. Change Orders

- allow contractors to store applications
  - 1. Dave off site, Board will agree to file
  - 2. Paul above on the condition that <sup>Building</sup> is secured
- Carried. (Title of the Risk of loss) should pass to [Roy] to H&E not to another source

~~Notes~~  
Kew + Paul (Carried) + RECD approval. extend deadline for 60 days beyond 1-17-96 from

(Page two)

Motion

1. Paul to lower pipe 18"
2. Estella carried at the cost of Architect.

Motion

Add electrical & time switch.

1. Lew \$4,059.00
  2. Estella carried
- + 1215.00 to put switch in act. Paul } oked. for confirm  
Dove } in report  
Lew } only.  
Don }

Motion: Extra survey costs

\$1,573.00

1. Lew approve
2. Paul carried.

Additional air Grills

1. Paul
2. Estella carried

Selection of Colors

left to Dove & Ray

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner  
Engineer \_\_\_\_\_ Date: \_\_\_\_\_

Modification and Additions to Form FmHA 1942-19 (Rev. 10/15/80): The following are agreed to by both parties:

1. Section A, Item 4: Design surveys will be considered as an "Additional Engineering Service" under Section C.
2. If a lump sum amount is selected in Section B, Item 2(a), the amount that the Owner will compensate the Engineer for preliminary engineering services, project design and contract administration shall be the lesser of:
  - a. The total of the lump sum amounts in Sections B (1) and B (2)(a) or
  - b. 115 percent of the total fee derived from the Engineering Services tables as specified below.
3. The percentage fees for Engineering Services will be determined on the actual construction costs for each, if more than one, of the different fields of construction which are normally done by separate prime contractors, even if some of the fields are accomplished by the same contractors. Providing, however, that the WORK will not be divided into more than three parts for purposes of determining the fees. Pipeline work, treatment works with earthen walls, and minor pumping facilities shall be considered as one field of construction. Treatment plants and major pumping facilities with masonry walls and concrete reservoirs will be considered as one field of construction. If work is being done by more than one contractor in the same field of construction under bid documents advertised at the same time, the Total Actual Construction Cost shall be the sum of the actual contract costs in the same field of construction.
4. That the OWNER reserves the right to request replacement of any Resident Inspector furnished by the ENGINEER or to furnish the Resident Inspector from the OWNER's own forces, subject to the approval of the ENGINEER and RDA regarding the qualifications of the Resident Inspector. If the OWNER furnishes the Resident Inspector, the OWNER agrees that the Resident Inspector will be under the technical direction and supervision of the ENGINEER.
5. That if any work covered by this Agreement designed or specified by the ENGINEER, shall be suspended or abandoned, the OWNER shall pay the ENGINEER for the services rendered for such suspended or abandoned work, the payment to be based, insofar as possible, on the fees as established in this Agreement.
6. That the OWNER shall pay for advertisement for bids, building or other permits, licenses, etc., as may be required by local, state or federal authorities, and shall secure the necessary lands, easements and rights-of-way.

7. That insofar as the work under this Agreement may require, the OWNER shall furnish the ENGINEER all existing maps, field survey data, grades and lines of streets, pavements, and boundaries, rights-of-way, and other surveys presently available, which will be returned upon project completion. ENGINEER will provide the OWNER a copy of survey notes establishing bench marks and location of improvements.

8. That if the engineering work covered in this Agreement has not been completed on or after the expiration of a three (3) year period from the date of execution of this Agreement, the OWNER or ENGINEER may, at the option of either, on written notice, request a renegotiation of Sections B, C, D, and E to allow for changes in the cost of services. Such new schedule of compensation is to apply only to work performed by the ENGINEER after delivery date of such written notice.

9. That this Agreement is to be binding on the heirs, successors, and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other.

10. Operation and Maintenance Manual. An Operation and Maintenance manual will be required for all systems. The scope of the manual will be dependent upon the complexity of the system. On relatively simple projects, a brief Operation and Maintenance manual including operating and maintenance procedures, equipment and material brochures and catalog cuts will be sufficient. On other projects the FMHA Guide for an Operation and Maintenance Manual shall be followed in the preparation of the manual.

11. Inspector's daily diary. The resident inspector will maintain a record of the daily construction progress in the form of a daily diary and daily inspection reports as follows:

a. A complete set of all daily construction records will be maintained and the original set furnished to the owner upon completion of construction.

b. All entries shall be legible and shall be made in ink in a hardbound book with consecutively numbered pages.

c. Daily entries shall include but not be limited to the date, weather conditions, number and classification of personnel working on the site, equipment being used to perform the work, persons visiting the site, accounts of substantive discussions, instructions given to the contractors, directions received, all significant or unusual happenings involving the work, any delays, and daily work accomplished.

d. The daily entries shall be made available to RDA personnel and will be reviewed during project inspections.

12. Billing Statements (invoices) submitted by the ENGINEER to the OWNER shall be in a format consistent with payment provisions and format of the Agreement. Billing statements will provide a detailed breakdown of services provided.

13. Aerial photographs, soil reports, construction shop drawings, hydrological or geotechnical studies, etc., which are provided by a third party for this project and paid for by the OWNER shall be the property of the OWNER.

14. The fees for Additional Engineering Services and Resident Inspection shall be determined from direct costs, actual payroll costs times multipliers, and profit on the engineers investment. By submitting billings to the OWNER, the ENGINEER warrants that the payroll costs, multipliers, direct costs, and profit allowance are the customary charges of the engineer.

15. The Engineer shall furnish the minimum number of resident engineers and/or inspectors necessary to assure detection of significant violations of construction plans and specifications.

16. Travel for the resident engineer or inspectors from domicile or office to site will be compensated at \$0.\_\_\_\_per mile.

17. Records. The OWNER, RDA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to a specific Federal loan program for the purpose of making audits, examinations, excerpts, and transcriptions. The Engineer shall maintain all required records for 3 years after Owner makes final payment and all other pending matters are closed.

18. If the construction site is remote from the Engineer's office, the Engineer shall attempt to obtain qualified inspectors whose residences are closer to the site. Extra charges in addition to the amount indicated above will be approved for lodging, meals and/or communications. Prior to the beginning of construction the Engineer and the Owner shall agree in writing, with approval by RDA, regarding the particulars of the inspectors travel schedule, travel costs, any lodging costs, and restaurant costs, if obtaining lodging with kitchen is not practical. Long-term lodging discounts shall be obtained if possible.

## FEE TABLES

Table I applies to general engineering projects such as industrial buildings, warehouses, garages, hangars, and comparable structures; bridges and other structures of conventional design; simple waterfront facilities; railways; roads and streets; conventional levees, flood walls, and retaining walls; small dams; sewer and water tunnels (free-air); storm sewers and drains; sanitary sewers 24 in. and larger; water distribution lines 16 in. and larger; irrigation works, except pumping plants; and airports except as classified for Tables II.

Table II: Airports with extensive terminal facilities; water, waste water, and industrial waste treatment plants, bridges which are asymmetric or are otherwise complicated; public and office buildings; power plants; large dams or complicated small dams; highways and urban and suburban arterial streets; grade crossing eliminations; highway and railway tunnels; pumping stations; incinerators; large intercepting and relief sewers; sanitary sewer lines under 24 in. in diameter; water distribution lines under 16 in. in diameter; complicated waterfront and marine terminal facilities; foundations; large sport stadiums; and additions to (but not extensions of existing pipelines) or reconstruction of projects classified for Table I.

<u>Total Construction Cost</u>	<u>Basic Engineering Services</u>	
	<u>Table I % fee</u>	<u>Table II % fee</u>
\$ 50,000	10.20	13.40
100,000	9.01	11.63
200,000	8.11	10.25
500,000	7.00	8.52
1,000,000	6.22	7.53
2,000,000	5.70	6.90
5,000,000	5.32	6.42

Linear interpolation shall be used to determine the fee percentage for a cost between the values listed above.

The costs for the preliminary engineering services are included in the fees shown in Tables I and II above. The fee for the design and contract administration services shall be the fee derived from Table I or Table II, as appropriate, less the compensation for the preliminary engineering services.





**CROWDER ASSOCIATES  
ARCHITECTURE & PLANNING**

102 S. 17TH STREET • SUITE 301  
P.O. BOX 1757 • BOISE, IDAHO 83701-1757  
(208) 342-7488  
FAX (208) 342-7488

May 2, 1995

Caldwell Housing Authority  
P.O. Box 70  
Boise, Idaho 83606

Re: Farmway Village - Phase II  
Proposed Change Order

Dear Board Members;

Attached please find a proposed Change Order Number Three for the above referenced project. This Change Order has been prepared to address items raised by the Contractor in his proposal dated 2 May 95.

I have reviewed these items and recommend the following actions:

**Item 1: Cost to add tree wells.**

This proposal was prepared at my request to address site conditions around existing trees. In some locations, construction of railroad tie tree wells may be needed to avoid placing earth against tree trunks, which will result in the death of the trees so affected.

At this time we have not yet identified any existing trees which will require construction of tree wells. I suggest that the unit cost (cost per tree well) be approved at this time, but that actual approval of expenditure of funds for tree wells be deferred to some future date. If trees are identified during construction that require and are worth saving with tree wells, this cost proposal from the contractor can be implemented at that time.

I do not recommend approval of this item at this time.

**Item 2:**

**Alternate #1: Add electrical and time switch**

This proposal was prepared at my request to provide improved ventilation capabilities at laundry areas in each dwelling unit. Although not required by Code, we have used timer-controlled switches in some other housing projects to better ventilate areas of excessive moisture and to help minimize the likelihood of mold on ceiling and wall surfaces. The cost is in conformance with the estimate prepared by electrical engineer Rod Mulder.

I recommend approval of this item.

Alternate #2: Add electrical and single pole switch

This proposal was prepared at the request of the electrical engineer. Due to an oversight, although exhaust fans were specified at all laundry areas, the circuiting necessary to run those fans was not included in the plans and was not included in the Bid of the Contractor. Since the item was not included in the original bid documents, the cost was not included in the Bid, and the Owner has not yet contracted for or paid for this work. Either alternate #1 or #2 must be approved if we are to have exhaust fans in the laundry areas.

Item 3: Cost to change from pre-finished jambs/casings to painted

This proposal was prepared at my request to provide painted interior door trim in lieu of specified pre-finished door trim. I requested the proposal because of the decision to use painted interior doors (Alternate Bid Item No. 5. Although I think that the appearance of the painted trim would be better, I do not recommend approval of this item for the cost proposed. Instead, if preferred by the Housing Authority, I suggest that casings and trim be painted as a part of routine maintenance as repainting of the units becomes necessary.

I do not recommend approval of this item.

Item 4: Extra survey costs

This proposal was initiated by the Contractor because of unusual and unexpected costs incurred by the Contractor in conjunction with laying-out the site and establishing building grades. I have spoken with the Contractor and with the sub-contractor (Idaho Construction Surveying) to determine the justification for these additional charges. I am advised that there were significant deficiencies and some errors in the site survey, which required verification, correction, and redesign in order that the buildings and utilities could be laid-out. Although this is an unusual request, it does appear to be appropriate under the circumstances. The survey provided to the Contractor presented some misleading or incomplete information which required modification so that work could continue.

I recommend approval of this item.

Item 5: Additional make-up air grilles

This proposal was initiated by the Mechanical Engineer. Although not required by Code, we have provided similar make-up air capabilities in other projects to help minimize the likelihood of mould on interior walls and ceilings. The cost is in line with the estimate of the Mechanical Engineer.

I recommend approval of this item.

Caldwell Housing Authority

May 2, 1995

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In conclusion, I recommend approval of the attached Change Order Number Three. I believe that these items are beneficial to the Project and are appropriately priced. I believe that the result of approval of these items will be beneficial to the Owner, dwelling occupants, and all participants in the construction process. If you have any questions in this matter, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Crowder". The signature is fluid and cursive, with a large initial "R" and "C".

Ray Crowder, AIA

cc: RECD - District; RECD - State; Contractor



**CROWDER ASSOCIATES  
ARCHITECTURE & PLANNING**

102 S. 17TH STREET • SUITE 301  
P.O. BOX 1757 • BOISE, IDAHO 83701-1757  
(208) 342-7489  
FAX (208) 342-7489

April 21, 1995

Caldwell Housing Authority  
P.O. Box 70  
Boise, Idaho 83606

Re: Farmway Village - Phase II  
Proposed Change Order

Dear Board Members;

Attached please find a proposed Change Order Number Two for the above referenced project. This Change Order has been prepared to address items raised by the Contractor in his letter dated 18 April 95.

I have reviewed these items and recommend their approval. Items included in the Change Order include:

1. Storage of appliances at an off-site storage building.

To answer concerns expressed by RECD/FmHA at the preconstruction conference, the Contractor suggests that the Owner lease the storage building and that the Contractor pay the Owner for the costs incurred. Materials stored in the building would be under the complete control of the Owner, but would be insured by the Contractor. In the event of bankruptcy of the Contractor, the materials would be legally owned and under the direct control of the Housing Authority. In the event of fire or theft, the insurance of the Contractor will provide replacement materials. This is in accordance with the provisions of the specifications which require that the Contractor carry extended risk insurance, providing for coverage of all materials, whether purchased by the Owner or not, until final acceptance/substantial completion of the project. See also the attached letters from the Contractor and the Insurance carrier.

I believe that the proposed arrangement is in the best interests of the Owner, and recommend approval. If not approved, the Contractor can, and probably will, store these appliances in storage containers located on the site. In such containers, the appliances will be exposed to more extremes of temperature and humidity, and may be exposed to conditions which could shorten the useful life of the appliances. I do not believe that there are any unfavorable effects which could result from approval of the proposed Change Order.

Caldwell Housing Authority

April 21, 1994

Page 2

2. Extension of Construction time


The Contractor has requested an extension of 45 days for the community building, and 15 days for the office remodel. As bid, the project is to be completed within 280 consecutive calendar days. Currently the project is to be completed no later than January 17, 1996. If the proposed extension is approved, the construction would be completed no later than March 18, 1996.

As you may recall, the Contractor advised the Owner prior to signing the Contract for construction that he would request additional time if the alternate bid items were accepted. He made it clear that approval of the request was not a condition of his acceptance of the Contract, but that the completion time was a concern to him.

I have considered this request and recommend its approval. Please remember that this Contractor intends to complete buildings and to turn them over to the Owner for occupancy as they become available. Consequently, we can anticipate that a significant number of dwelling units will be available for occupancy prior to either the January 17 or the March 18 dates. Realistically, the Christmas/New Year period is not a desirable time period for final completion of the project since weather conditions typically are not conducive for move-in at that time of the year. It is also likely that site conditions will prevent completion of entry walks, exterior painting and similar exterior items. Such difficulties are typical of winter construction and most frequently result in extensions of the construction period, or in escrowing funds for work items to be completed when weather conditions are more favorable. Approval of the requested Change Order will decrease the likelihood of such occurrences, and will allow completion and occupancy of the final group of dwellings during a period more conducive to those activities.

In conclusion, I recommend approval of the attached Change Order Number Two. I can find no adverse results of these two items, and believe that the result of approval of these items will be beneficial to the Owner, dwelling occupants, and all participants in the construction process. If you have any questions in this matter, please feel free to contact me.

Sincerely,



Ray Crowder, AIA

# WTS

PROPOSAL # 2  
FARMWAY VILLAGE PH-II  
CALDWELL, IDAHO  
2 MAY 95

1) Cost to add one (1) railroad tie tree well

Labor	\$	345.00
P&O @ 10%		35.00
Bond @ 2.5%		<u>10.00</u>
TOTAL ADD	\$	390.00

2) Cost for electrical and switch for laundry room fans.

ALT.#1

Add electrical and timer switch

Material & Labor		
60/units @ \$60/ea.	\$	3,600.00
P&O @ 10%		360.00
Bond @ 2.5%		<u>99.00</u>
TOTAL ADD	\$	4,059.00

ALT.#2

Add electrical and single pole switch

Material & Labor		
60/units @ \$32/ea.	\$	1,920.00
P&O @ 10%		192.00
Bond @ 2.5%		<u>53.00</u>
TOTAL ADD	\$	2,165.00

3) Cost to change from pre-finished jambs/casing to painted

Material	\$	2,500.00
Labor 1061/hr @ \$27/hr		<u>28,651.00</u>
subtotal	\$	31,151.00
P&O @ 10%		3,115.00
Bond @ 2.5%		<u>857.00</u>
TOTAL ADD	\$	35,122.00

2 of 2

4) Extra survey costs

a) Boundary and map problems/correct elevations	
4/hrs @ \$65/hr	\$ 260.00
b) Gather topo data for corrections	
15/hrs @ \$65/hr	975.00
c) Office calc's to fit roads	
4/hrs @ \$40/hr	<u>160.00</u>
subtotal	\$ 1,395.00
P&O @ 10%	140.00
Bond @ 2.5%	<u>38.00</u>
TOTAL ADD	\$ 1,573.00

5) Cost of additional make-up air grills

Material	\$ 615.00
Labor 32/hrs @ \$30/hr	<u>960.00</u>
subtotal	\$ 1,575.00
P&O @ 10%	158.00
Bond @ 2.5%	<u>43.00</u>
TOTAL ADD	\$ 1,776.00

Respectfully,

*Ken Campbell*

Ken Campbell  
Project Manager

cc File



# HOLLADAY ENGINEERING CO.

ENGINEERS • CONSULTANTS

1431 Bus. Alt.-Hwy. 95      P.O. Box 235      Payette, ID 83661  
(208) 642-3304 • Fax # (208) 642-2159

CALDWELL HOUSING AUTHORITY  
Farmway Village  
Progress Payment April, 1995  
Project No. 061193  
Invoice No. 5217

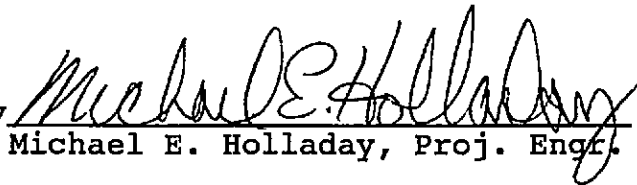
Provide engineering services for domestic will for Farmway Village, including siting, design, plans, specifications and construction review.

Areas of project accomplished to date:

1. Topographic survey of project area
2. Began document preparation for submittal to IDWR and DEQ
3. Began topographic mapping of site

Contract Amount	\$10,000.00
Percent Completed	15%
Amount Due to Date	1,516.10
Amount Prior Billed	<u>0.00</u>
Amount Due	\$ 1516.10

Submitted By

  
Michael E. Holladay, Proj. Engr.

Date Apr. 28, 1995



**HARDCASTLE EXCAVATING**

P.O. Box 192  
NOTUS, ID 83656

**STATEMENT**

DATE: \_\_\_\_\_

459-2928

*Caldwell Housing Authority*  
*Formway Village*  
*P.O. Box 70*  
*Caldwell, Id 83605*

TERMS: \_\_\_\_\_  
PLEASE DETACH & RETURN THIS PORTION WITH YOUR PAYMENT

AMOUNT  
ENCLOSED \$ \_\_\_\_\_

DATE	INVOICE NUMBER / DESCRIPTION	CHARGES	CREDITS	BALANCE
		BALANCE FORWARD		
	1-3" CR 100 Continuous air vent			226.93
	1-5" x 10" Eccentric cone			41.88
	1-10" Dresser Coup.			54.00
	1-B43 PBH 40 HP pump			2257.38
	1-40 hp panel			730.04
	1 - overflow structure			1000.00
	26' - 12" .250 Wall casing			386.10
	8' - 10" .250 Wall casing			89.04
	20' - 8" .250 Wall casing			155.00
				<b>\$ 5940.37</b>

**HARDCASTLE EXCAVATING**

Thank You **\$ 5940.37**  
PAY CASE AMOUNT IN THIS COLUMN

Wood stove is signed  
~~disposal~~ in

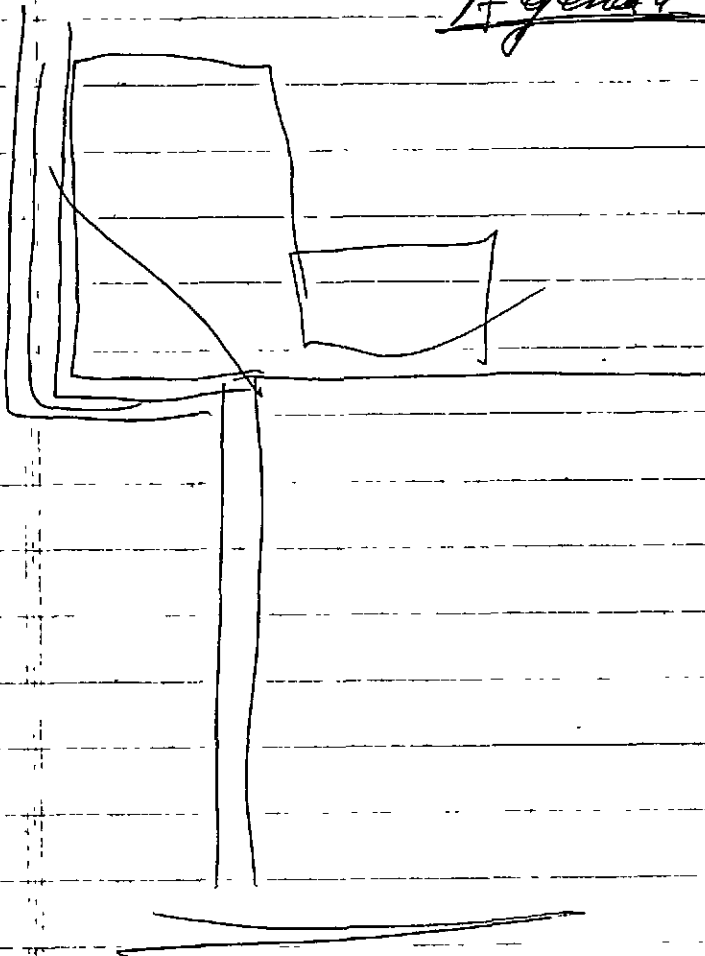
the Power Pole June

Selling pond #1

17,440.00 - May JUB

SI (2)  
Misfile of 1 mpr per L of Org

Agenda



**HARDCASTLE EXCAVATING**

P.O. Box 192  
NOTUS, ID 83656

**STATEMENT**

DATE: \_\_\_\_\_

459-2928

*Caldwell Housing Authority*  
*Formway Village*  
*P.O. Box 70*  
*Caldwell, Id 83605*

TERMS: \_\_\_\_\_  
PLEASE DETACH & RETURN THIS PORTION WITH YOUR PAYMENT

AMOUNT ENCLOSED \$ \_\_\_\_\_

* DATE *	* INVOICE NUMBER / DESCRIPTION *	CHARGES	CREDITS	BALANCE
		BALANCE FORWARD		
	1-3" CR 100 Continuous air vent			226.93
	1-5" x 10" Eccentric cone			41.88
	1-10" Dresser Coup			54.00
	1-B43 PBH 40 HP pump			2257.38
	1-40 HP panel			730.04
	1 - overflow structure			1000.00
	26' - 12" .250 Wall casing			386.10
	8' - 10" .250 Wall casing			89.04
	20' - 8" .250 Wall casing			155.00
				<b>5940.37</b>

**HARDCASTLE EXCAVATING**

Thank You **\$ 5940.37**  
PAY THE AMOUNT IN THE CIRCLE